

To: The Honorable Mayor and City Council

From: Shannon Graham, Purchasing Manager  
Purchasing Department



Date: October 13, 2015

RE: **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND KIMLEY-HORN AND ASSOCIATES, INC., FOR THE DEVELOPMENT OF A BID PACKAGE FOR THE REPLACEMENT OF NORTH MIAMI'S EXISTING WATER METERS WITH AN ADVANCED METER INFRASTRUCTURE (AMI) SYSTEM, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES, IN THE APPROXIMATE AMOUNT OF EIGHTY NINE THOUSAND TWO HUNDRED TWENTY DOLLARS (\$89,220.00), FOR A TERM OF ONE YEAR WITH AN OPTION TO RENEW; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

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### **RECOMMENDATION**

Staff is requesting that the Mayor and City Council hereby authorize the City Manager to execute an agreement between the City of North Miami and Kimley-Horn and Associates, Inc., for the provision of Engineering Services for Water and Wastewater Engineering Services, for Replacement of City's Existing Water Meters with an Advanced Meter Infrastructure (AMI) System, pursuant to Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services, in the amount not to exceed Eighty-nine Thousand Two-hundred and Twenty Dollars (\$89,220) with a term of one year.

### **SCOPE OF WORK**

The City of North Miami is considering improvements to its meter reading operation. It is the City's intention to enter into a contract with a Consultant to assist the City with the implementation of an Advanced Meter Infrastructure (AMI) system. It is expected that the

Consulting firm will act as an owner's agent for the City and provide expert level advisory services on the technology, system capabilities, and best practice procurement methods, as well as industry leading program management skills to support a successful AMI implementation

The following tasks are all part of this proposal:

1. Program schedule
2. Vendor RFP Development
3. Vendor Selection

## **BACKGROUND**

On March 24, 2015, the City issued Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services ("RFQ"), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering.

In response to the RFQ, Kimley-Horn and Associates, Inc. submitted its sealed qualifications for the provision of professional Water/Wastewater Engineering Services, and was subsequently selected by City administration as having those qualifications and references most advantageous to the City.

On June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of Consultant for the rendition of Services on a continuing, as-needed when-needed basis that consists of having a pool of professional firms ready to serve as consultants to provide the City with Architectural and Engineering related services on a continuing contract basis.

## **ATTACHMENTS**

Proposal



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND KIMLEY-HORN AND ASSOCIATES, INC., FOR THE DEVELOPMENT OF A BID PACKAGE FOR THE REPLACEMENT OF NORTH MIAMI'S EXISTING WATER METERS WITH AN ADVANCED METER INFRASTRUCTURE (AMI) SYSTEM, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES, IN THE APPROXIMATE AMOUNT OF EIGHTY-NINE THOUSAND TWO HUNDRED TWENTY DOLLARS (\$89,220.00), FOR A TERM OF ONE (1) YEAR WITH AN OPTION TO RENEW; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, the City of North Miami ("City") desires to have a pool of professional firms ready to serve as contractors to provide the City with Architectural and Engineering related services on a continuing contract basis; and

WHEREAS, on March 24, 2015, the City issued *Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services* ("RFQ"), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering; and

WHEREAS, the RFQ was undertaken in accordance with Florida's Consultants' Competitive Negotiation Act, under Section 287.055, Florida Statutes (2015); and

WHEREAS, in response to the RFQ, Kimley-Horn and Associates, Inc. ("Consultant"), submitted its sealed qualifications for the provision of professional Water/Wastewater Engineering Services (collectively referred to herein as "Services"), and was subsequently selected by City administration as having those qualifications and references most advantageous to the City; and

**WHEREAS**, on June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of Consultant for the rendition of Services on a continuing, as-needed when-needed basis; and

**WHEREAS**, the City is in need of Services associated with the replacement of North Miami's existing water meters with an advanced meter infrastructure (AMI) system, including program development and scheduling, meter vendor Request for Proposal development, meter vendor selection and additional optional services; and

**WHEREAS**, the City administration respectfully requests that the Mayor and City Council authorize the City Manager to execute an agreement for the provision of Services needed for the completion of this project.

**NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:**

**Section 1.**      **Selection Approval.** The Mayor and City Council of the City of North Miami, Florida, hereby authorize the City Manager to execute an agreement between the City of North Miami and Kimley-Horn and Associates, Inc., for the development of a bid package for the replacement of North Miami's existing water meters with an advanced meter infrastructure (AMI) system, pursuant to *Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services*, in the approximate amount of Eighty-Nine Thousand Two Hundred Twenty Dollars (\$89,220.00), for a term of one (1) year with an option to renew.

**Section 2.**      **Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by a \_\_\_\_\_ vote of the Mayor and City Council of the City of North Miami, Florida, this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
DR. SMITH JOSEPH  
MAYOR

ATTEST:

\_\_\_\_\_  
MICHAEL A. ETIENNE, ESQ.  
CITY CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
ROLAND C. GALDOS, ESQ.  
INTERIM CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Vote:**

Mayor Smith Joseph, D.O., Pharm. D.  
Vice Mayor Carol Keys, Esq.  
Councilman Scott Galvin  
Councilman Philippe Bien-Aime  
Councilman Alix Desulme

_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)





September 28, 2015

Wisler Pierre-Louis, P.E.  
Public Works Director  
City of North Miami  
776 NE 125<sup>th</sup> Street  
North Miami, FL 33161

**Re: Proposal for Engineering Services  
Bid Package for Replacement of City's Existing Water Meters with an  
Advanced Meter Infrastructure (AMI) System**

Dear Mr. Pierre-Louis:

Kimley-Horn and Associates, Inc., (hereinafter referred to as "Consultant", "We" or "KHA"), in connection with the City of North Miami's "Professional Architectural and Engineering Services Water/Wastewater Engineering Contract; RFQ 12-14-15 is pleased to submit this proposal to the City of North Miami, (hereinafter referred to as "Client" or "City") to provide professional services associated with developing a Bid Package for Replacement of the City's Existing Water Meters with an Advanced Meter Infrastructure (AMI) System

The following is our scope of services and fee.

**SCOPE OF SERVICES**

The City of North Miami is considering improvements to their meter reading operation. It is the City's intention to implement an Advanced Meter Infrastructure (AMI) system. The Consultant will work with the City to develop a project approach associated with determining the preferred meter/radio technology, meter system capabilities, AMI approach, procurement alternatives, and to provide program management services to implement the AMI system.

The following tasks are included in this proposal:

1. Program development/schedule
2. Meter vendor Request for Proposal (RFP) development
3. Meter vendor selection

**TASK 1 - PROGRAM DEVELOPMENT/SCHEDULE**

The Consultant will meet with the City to discuss their water meter replacement program. The following items will be discussed as part of developing the program:

- Define AMI program parameters and system requirements such as meter type, meter manufacturers, leak monitoring, radio frequency technology, data collection, database for billing, troubleshooting, and system analysis.
- Obtain available information such as manufacturer, size, and serial number of the existing water meters that are included for replacement. It is understood that this program is limited to meters that are 2" and smaller. It is also anticipated that this program includes approximately 22,000 meters that are primarily residential.
- The potential for existing meter upgrades with AMI technology as opposed to replacement.
- List of buildings/parcels owned by the City to be considered as possible fixed based antenna sites.
- Network data collection, system management, and web hosting alternatives.
- Existing and proposed propagation studies.
- Coordination with City Departments such as Public Works, IT, Utility Billing, and Procurement.
- City parameters for development of Vender RFP and selection process.
- Program schedule elements and expectations.

The Consultant anticipates one (1) meeting each with two (2) separate meter vendors to discuss AMI system approaches and one (1) meeting with a separate local municipality that has implemented an AMI system to discuss their program.

The Consultant anticipates two (2) meetings with the City to develop and define the AMI program approach suitable for the City.

### **DELIVERABLES**

1. Letter report summarizing AMI program criteria, opinion of probable program costs, and associated schedule associated with obtaining a vendor.
2. Based on the developmental aspects of this program, this scope of services does not include effort associated with system implementation and post selection program management. A separate proposal will be provided for those additional services once the AMI program is more clearly defined.

### **SCHEDULE**

The time anticipated to complete Task 1 is twelve (12) weeks from receipt of Notice to Proceed. The proposed schedule is subject to change based on coordination of the meetings referenced above.

### **TASK 2 - METER VENDOR REQUEST FOR PROPOSAL (RFP) DEVELOPMENT**

Based on the AMI program as defined in Task 1, Task 2 will include developing a RFP to obtain a vendor for implementation of the City's AMI system. The intent is to utilize the City's RFP format to be consistent with City of North Miami contract language and requirements. The RFP will address



the Vendor's Ability to provide a turnkey AMI system to achieve the City of North Miami's project goals such as:

- Frequent data gathering and accurate time-stamping
- Flexible customer engagement options
- User-friendly data display for City staff use
- Proven data collection system that reduces the employee hours, IT support, and customer discrepancies
- Water conservation
- Water meter right-sizing
- Provide usage and leak data
- Flexible collection of data, using handheld, mobile, and fixed collection systems
- Flexibility to work with multiple meter types and customer service/billing software
- Flexible site options for data collectors
- Variety of power options for data collectors
- Remote shut off capabilities
- Data security

The project RFP will include a price proposal format with associated evaluation criteria. The intent is to develop an RFP with a selection process based on evaluation of price and qualification. The qualification criteria may include elements such as:

- Similar project experience and associated references for installed projects and program phasing
- Proposed water meter manufacturer and AMI accessories
- Required radio frequency (RF) propagation analysis
- Project approach with detailed description of system operation, meter reading methods and frequency, data transmission, data collection options, meter register type, RF migration capabilities, system redundancy, and battery life
- Consumer engagement approach with detailed description of real-time data for end-customer use, platform flexibility, budgeting capabilities, and usage data analysis
- Complete turnkey installation and project support approach including procurement of equipment, installation of equipment, obtaining applicable permits/inspections, system testing, project management, coordination with the community, data hosting along with equipment and software training, end-to-end service after system implementation, software upgrades and service packs, IT support, access to engineering and system experts when necessary, location of vendor support team, options to have vendor "host" the data management services, manage and mitigate security issues, assessing and implementing training requirements, assistance with hosting and management of the network by the City, existing meter credit programs, equipment/component pricing per meter in accordance with the size of the meter, and AMI system warranty
- Supplemental Information such as the vendor's geographic office location, mailing address, contact person's name, phone number, email address, staffing assigned to the project,



equipment resources necessary, financial stability, adequate bonding capacity and insurance coverage, and safety program

As part of developing the RFP, the Consultant will review existing meter information to better understand the City's equipment and to explore the potential for meter upgrades as opposed to replacement based on meter type and age. The Consultant will also review a list of City owned buildings/parcels for use as potential antenna sites.

The Consultant anticipates one (1) meeting with the City to review and discuss development of the proposed RFP package.

It is anticipated that as part of the RFP requirements and vendor selection process that the vendors will perform all necessary field work to determine installation requirements and associated project permits. This scope of services does not include the development of construction documents, permit packages, field coordination with vendors, or any cost benefit analysis for program implementation. It is anticipated that a cost benefit analysis will be included as part of the proposed RFP package.

### **DELIVERABLES**

1. One hard copy and an electronic copy in MS Word format of the RFP for use by the City's procurement department for advertisement.

### **SCHEDULE**

The time anticipated to complete Task 2 is eight (8) weeks from City approval of the proposed AMI program and associated schedule.

### **TASK 3 - METER VENDOR SELECTION**

The Consultant will assist the City in reviewing the RFP submittals and participate in the selection process. It is anticipated that the selection process will include price and qualification elements. The Consultant will attend one (1) meeting for vendor shortlisting and one (1) meeting for vendor presentations. The task also includes attendance at a pre-bid meeting and response to vendor questions during the bidding process. Responses to vendor questions will be issued by the City as an addendum.

The Consultant will provide a separate proposal associated with implementing the selected AMI system to include elements such as program management, AMI system implementation approach and schedule, coordination with vendor, equipment approval, coordination with City staff, public involvement program, construction phase services, system testing, database management, and system training for City departments.

### **DELIVERABLES**

1. Selection of an AMI system vendor.
2. Proposal associated with post selection program management.

## **SCHEDULE**

The time anticipated to complete Task 3 is twelve (12) weeks from advertisement by the City of the RFP developed as part of Task 2.

### **TASK 4 - ADDITIONAL SERVICES (OPTIONAL)**

The consultant will provide, as requested and authorized by the City, additional services that may be required above and beyond those described in Tasks 1 through 3. These services may include but are not limited to such items as the following:

- Additional meetings associated with Public Involvement or City Council input.
- Design drawings, contract documents, or project permitting.
- Field services associated with evaluation of the existing meters and meter boxes.
- Meetings in excess of those described in the above tasks.
- Environmental testing.

### **INFORMATION TO BE PROVIDED BY THE CITY**

- Information on the existing water meters that will be impacted by the AMI program.
- List of City owned buildings/parcels for the potential use as antenna sites.
- Any prior AMI related studies completed as well as any AMI related equipment/software installed to date.
- Standard City RFP language in MS Word format for modification by the Consultant.

## **FEE AND BILLING**

The consultant will accomplish the services outlined in Tasks 1 through 3 for the Lump Sum Fee of **\$89,220.00** as outlined below. Office expenses have been included within the lump sum amount and include in-house duplicating, facsimile, telephone, postage, in-house blueprinting, word processing, and cellular telephone use. All permitting, application, and similar project fees if applicable will be paid directly by the Client.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>LABOR FEE</b>
1	Program Development/Schedule	\$42,220.00
2	Meter Vendor Request for Proposal (RFP) development	\$38,200.00
3	Meter Vendor Selection	\$8,800.00
<b>LUMP SUM FEE</b>		<b>\$89,220.00</b>

If authorized by the City, additional service will be billed hourly as needed.



**CLOSURE**

The terms and conditions of the City of North Miami's "Professional Architectural and Engineering Services Water/Wastewater Engineering Contract; RFQ 12-14-15 shall govern this scope of services.

I appreciate this opportunity to submit this proposal. If you have any questions or need additional information, please contact me at (954) 535-5112.

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**



Senior Associate